

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Discontinued Service Retirement for the Directorate
of Administration

1. The Office of Personnel's projected strength figures for this Directorate are on target and reflect that we will have a surplus situation that will likely extend through the end of the calendar year.

2. In the course of our over-all review I requested all my Office Directors to scrutinize the personnel picture, and it was the general consensus that we should extend discontinued service and voluntary/involuntary retirement options through 31 December 1974 in order to relieve the situation. Although the Offices of Communications and Joint Computer Support do not appear to have serious problems in this area, all other offices find themselves in a particularly tight squeeze at a time when there is a definite need to enter on duty capable young officers. To cite a few examples, the Office of Logistics anticipates an overage of twenty-two (22) persons as of December 1974; the Office of Finance estimates that they will be over by thirty (30); and the Office of Security projects that they will exceed their authorized ceiling by at least twelve (12) in mid-1975. The nature and complexity of the problem differs in the various components, but it remains a bleak picture in terms of resolving the surplus situation without encouraging increased retirements.

3. In view of the above situation and the importance of hiring qualified young officers, including minority applicants, I have concluded that it would be wise to offer these retirement options on a limited basis. As in the past, where the retirement options were offered only in six-month intervals, I would propose to offer the options only until 31 December 1974. At that time I will assess my strength/ceiling situation before determining whether to extend the retirement option to 30 June 1975.

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John F. Blake
Deputy Director
for
Administration

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SUBJECT: (Optional)

FROM:

DDA
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EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Central
Intelligence

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